

Chesterfield Township Board of Education
Regular Meeting 7:00 p.m.
Wednesday, January 22, 2020
MINUTES

The regular meeting of the Chesterfield Township Board of Education was opened at 7:01 p.m., by President Christina Hoggan, with a flag salute and moment of silence.

Welcome to this meeting of the Chesterfield Township Board of Education. If there is any agenda item, which you would like to discuss with the Board, please do so during that portion of the agenda entitled, "Public Comments-Agenda Items Only".

Should you have any other comments and/or questions once we have passed the "Public Comments-Agenda Items Only" portion in the agenda, please reserve those comments for "Other Public Comments" at the end of the meeting.

The public shall be reminded that they should attempt to resolve any problems and/or complaints through initial contact with the appropriate administrator. Such matters should only be brought to the Board after all avenues within the administrative chain of command have been exhausted. Policy #1312 Community Complaints and Inquiries, https://boardpolicyonline.com/?b=chesterfield_township

When you do address the Board, please state your name and address and limit your comments to three minutes. The total length of time for public comment is unrestricted unless a time limit is imposed by the Board President. Please refrain from comments that are likely to invade an individual's privacy rights or are not related to matters before the Board. They will not be permitted.

Roll Call

Board Members present:

Ms. Christina Hoggan, President
Mr. Matthew Litt, Vice President
Mrs. Jaclyn Halaw
Mrs. Andrea Katz
Mrs. Kerri Lynch

Other administration present:

Mr. Scott Heino, Superintendent
Mr. Andrew Polo, Business Administrator/Board Secretary

Open Public Meetings Act Notice

The Chesterfield Township Board of Education has given public notice of this meeting, pursuant to the Open Public Meetings Act, in the following manner January 12, 2020:

- Posting written notice on the official bulletin board at the Chesterfield Township School.
- Mailing written notice to the Burlington County Times and Trenton Times newspapers.
- Filing written notice with the Clerk of Chesterfield Township.
- Filing written notice with the Secretary of this body.
- Mailing written notice to each person who has requested copies of the regular meeting schedule and who has prepaid any charge fixed for such service.

Meeting Information/Important Dates

Board of Education Important Dates:

February 19, 2020 Regular Monthly Meeting

School District Important Dates

January 24, 2020	End of 2 nd Marking Period
January 31, 2020	Report Cards Available On-Line
February 4-7, 2020	6 th Grade Fairview Lake Trip
February 5, 2020	CPEF Monthly Meeting
February 11, 2020	PTA Board Meeting
February 14 - 17, 2020	School Closed – President’s Day Weekend
February 18, 2020	School Closed - Staff In-Service

Presentations

Instrumental Music Program - Gwendolyn McCreary and Instrumental Students

Holman Frenia Allison, P.C. presented the Final Audit Report for the year ending June 30, 2019

Public Comment – Agenda Items Only

The public shall be reminded that they should attempt to resolve any problems and/or complaints through initial contact with the appropriate administrator. Such matters should only be brought to the Board after all avenues within the administrative chain of command have been exhausted.

When you address the Board, please approach the podium, state your name and address and limit your comments to three minutes. Please refrain from comments that are likely to invade an individual’s privacy rights or are not related to matters before the Board. They will not be permitted.

CPEF President Kelley Johnson and Vice President April Kirkpatrick stated that the Boosterthon Fun Run is coming up next month. February 10, 2020 is the kick off and the actual run is on Friday, February 21, 2020. The Boosterthon was a very fun and successful event for the CPEF last year. If anyone is interested in helping out on the day of the run please let us know.

Minutes (Attachment)

A motion was made by Mrs. Halaw and seconded by Mr. Litt to approve the following minutes:

November 20, 2019	Regular Meeting Minutes
December 18, 2019	Executive Minutes
December 18, 2019	Regular Meeting Minutes

A call of the roll indicated an affirmative vote. Four ayes. No nays. One Abstained (Katz). Motion carried.

A motion was made by Mrs. Halaw and seconded by Mr. Litt to approve the following minutes:

January 8, 2020	Reorganization Meeting Minutes
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A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

Board of Education/Superintendent Reports

Committee Reports

Board Committee

Committee

Human Resources	Chair	Andrea Katz Matthew Litt
	Admin. Reps.	Coletta Graham Michael Mazzoni

Curriculum & Instruction	Chair	Jaelyn Halaw Kerri Lynch
	Admin. Rep.	Jeanine May-Sivieri
Finance	Chair	Christina Hoggan Matthew Litt
	Admin. Rep.	Andrew Polo
Student Services	Chair	Kerri Lynch Andrea Katz
	Admin. Rep.	Lynn Booth
BURLCO School Boards Association Executive Committee Delegate:		Christina Hoggan
Legislative Chairperson & Delegate to NJ School Boards Association:		Christina Hoggan
	Alternate:	Andrea Katz
District Advisory Committee:		Christina Hoggan Jaelyn Halaw
Compressor Station & Pipeline Impact Committee:		Matthew Litt Christina Hoggan
Community Heritage Committee:		Matthew Litt Christina Hoggan
Fair Funding Action Committee Liaison		Andrea Katz

Superintendent's Report
Student Enrollment

Grade Levels	December 2019	January 2020	Net Change
Pre-School			
<i>Tuition</i>	16	16	
<i>Non-Tuition</i>	14	14	
LMD (non-tuition)	*5	*7	+2
UMD (non-tuition)	*5	*4	-1
Kindergarten	86	86	
1st	103	102	-1
2nd	99	100	+1
3rd	114	117	+3
4th	106	106	
5th	108	109	+1
6th	113	113	
Total In-District	759	763	+4
Attending Out-of-District Schools	6	6	
Total	765	769	+4

Board Policy

First Reading of Revised Policy (Attachment) - Public

The following revised policy is being presented for first reading:

Policy 3515.1 Personal Electronic Devices/Personal Cell Phones

Personnel

Parent Chaperones for Fairview Lake (Attachment)

Approval of the attached list of parent chaperones for the sixth grade trip to Fairview Lake from February 4-7, 2020.

Lunch/Recess Aides' Resignations

Approval of resignations, with regret, of the following lunch/recess aides:

Michelle Petro-Raymond, effective January 2, 2020

Jamie Bruno-Dick, effective January 23, 2020

Lunch/Recess Aide

Approval of Sherry Hirth as a lunch/recess aide for the remainder of the 2019-2020 school year (effective 1/23/2020), at 2.92 hours per day for 91 days at \$14.00/ hour for a total salary of \$3,720.08.

Homebound Instructor

Approval of Julia Johnson as homebound instructor. The homebound instruction is not to exceed 10 hours per week, January 2, 2020 through January 31, 2020 at \$52.00 per hour, for a maximum of \$2,600.00.

Homebound Instruction Speech Services

Approval of Kim Barca to provide homebound instruction speech services. The homebound instruction is not to exceed 30 minutes per week, January 13, 2020 through January 31, 2020 at \$52.00 per hour, for a maximum of \$78.00.

Lunch/Recess/Copy Aide

Approval of Carol Gibson as follows: January 23, 2020 - June 30, 2020 to work as a lunch/recess/copy aide for 5 hours per day at an hourly rate of \$15.34 for 95 days (copy aide – 2.08 hours per day) and 91 days (lunch/recess aide – 2.92 hours per day) at a total salary of \$7,107.32.

Lunch/Recess/Copy Aide

Approval of Vasanthi Iyer as follows: January 23, 2020 - June 30, 2020 to work as a lunch/recess aide for 2.92 hours per day at an hourly rate of \$14.00 for 91 days at a salary of \$3,720.08.

Extra Time

Approval of the extra time for the following employees:

<u>Staff Member</u>	<u>Brief Description of Work Completed</u>	<u>Total amount</u>
Tanya Bloom	Missed Prep - lack of coverage (10/23/19, 10/24/19, 10/29/19, 11/4/19 & 11/14/19)	\$175.00
Melissa Hillman	Missed Prep - CST meetings (1/9/2020, 1/10/2020 & 1/15/2020)	\$105.00

Curriculum & Instruction

English as a Second Language Curriculum (Attachment) - Public

Approval of the final unit of the ESL Curriculum.

Field Trip

Approval of the following field trip:

DATE	GRADE	REASON	DESTINATION
3/30/2020	3 rd Grade	Enhance Social Studies Curriculum	University of Pennsylvania

Health & Safety

Nurses Report – December (Attachment) – Public

Emergency Drill Report (Attachment) - Public

Fire Drill January 6, 2020

Lock Down Drill January 21, 2020

Student Code of Conduct (Attachment) – Public Report for December.

H.I.B. Incidents

November Final Approval:

There were no HIB incidents reported in November.

December Preliminary Approval:

There were no HIB incidents reported in December.

Staff Professional Development

Workshops

Approval of the following workshops and mileage.

Name	Position	Destination	Justification	Date	Workshop/Exhibit Cost to District		
					Reg. Fee	Mileage	Funding Source
Victoria Weisgarber	3rd Grade	Mt. Laurel, NJ	Powerful Strategies to Boost Success of Struggling Readers	2/27/2020	\$279.00	\$8.75	
Lauran Gleason	ESL	Cherry Hill, NJ	Strengthen Your ESL Program	2/12-2/13/2020	\$595.00		
Antoinette DiEleuterio	Instructional Coach	Clark, NJ	Guided Math Conference	3/23-3/24/2020	\$479.00	\$31.99	
Melissa Chou	Resource	Ewing, NJ	Games to Reinforce Reading Skills	2/7/2020	\$175.00	\$9.73	
Timothy Hart	5th Grade	Princeton, NJ	Trauma-Informed Compassionate Classrooms	3/16/2020	\$179.98	\$13.08	
Laura Flynn	4th Grade	Mt. Laurel, NJ	Matching Instruction to Your Readers Using Conferring, Small Groups, And Strategy Groups	3/27/2020	\$279.00		
Michael Mazzoni	Principal	Monroe Twp., NJ	2020 Statewide Assessment... Training	3/3/2020	\$0.00	\$14.21	

Angie Manning	Computers	Monroe Twp., NJ	2020 Statewide Assessment... Training	3/3/2020	\$0.00	\$14.21	
Timothy Hart	5th Grade	Piscataway, NJ	Bar Modeling and the Role of Visualization in Problem Solving	5/27/2020	\$120.00	\$26.53	
Melissa Berger	1st Grade	Mt. Laurel, NJ	Strengthen Students' Mindfulness	3/17/2020	\$279.00	\$17.01	
Nicole DiMaiuta	G&T	Burlington, NJ	Burlington Gifted and Talented Consortium	2/7/2020	\$0.00	\$10.22	

Board of Education and Board Secretary Monthly Certifications

Approval of the following resolution:

BE IT Resolved that: Pursuant to N.J.A.C. 6:23-2.12(c)3*, I certify that as of the date of this Board meeting, no budgetary line item account has obligations and payments (contractual orders) which in total, exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8 and N.J.S.A. 18A:22-8-1.

 2/19/2020
 Andrew Polo Date

Financial Certification of the Board

Pursuant to N.J.A.C. 6:23-2.12(c)3*, the Chesterfield Township Board of Education hereby certifies that after review of the Board Secretary's and Treasurer's monthly financial reports, as recorded in the minutes of the Board each month, and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6:23-2.12(c)3*, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

*Citations are subject to change due to periodic amendments, new rule or repeals.

Financial Approvals (Attachment)

Approve the following financial reports for December:

- Expenditures - Approval and ratification of Expenditures for December approval to pay additional bills as needed between this meeting and the next meeting with a list to be presented for ratification at the next meeting.
- Transfers for December
- Report of the Secretary
- Report of the Treasurer
- Monthly Transfer Report

Approval of the following financial report for the month of January: **(Attachment)**

Expenditures - Approval and ratification of Expenditures for January and approval to pay additional bills as needed between this meeting and the next meeting with a list to be presented for ratification at the next meeting.

2018-2019 Burlington County Insurance Pool Joint Insurance Fund Safety Grant (Attachment)

Approval to accept the 2018-2019 BCIP JIF Safety Grant in the amount of \$1,000.00 for safety related purchases.

IDEA Grant Carryover from 2018-2019 (Attachment)

Approval to accept the grant carryover of Basic \$8,201.00 and Preschool \$773.00 from the 2018-2019 school year to be appropriated in the 2019-2020 school year.

Approval to accept the 2018/19 Comprehensive Annual Financial Report as presented for the Fiscal Year Ended June 30, 2019 (Attachment) – Public

Recycle Old Computer Equipment (Attachment)

Approval to recycle the attached list of old computer equipment.

MCSSSD Transportation Agreement (Attachment)

Approval of the agreement between Chesterfield Township Board of Education and Mercer County Special Services School District to provide transportation for one student SSID #5548170702, effective January 22, 2020 – June 30, 2020 in the amount of \$10,871.14.

Facilities Update/Information

Building & Grounds Report (Attachment) – Public

School Dude Report (Attachment) - Public

The work order and incident reports for December from the School Dude software are attached.

Solar Renewable Energy Credits Analysis (Attachment) – Public

Use of Facilities

Approval of the following use of facilities:

Name Of Organization	Facility requested	Description of Activity	Date
PTA	Cafeteria	Dance	2/7/2020
Cub Scouts Pack 55	Cafeteria	Pack Meeting	2/20/2020
Cub Scouts Pack 55	Cafeteria	Pinewood Derby Set up	3/13/2020
Cub Scouts Pack 55	Cafeteria	Pinewood Derby	3/14/2020
PTA	Cafeteria	Popcorn Bingo	3/27/2020
Mrs. McCreary	Cafeteria	School Play	5/7, 5/8, 5/9/2020
Girls Scouts	Cafeteria	Father/Daughter Dance	5/15/2020
FVL 2021	Atrium	Sensonics Fundraiser	1/28/2020

A motion was made by Mr. Litt and seconded by Mrs. Halaw to approve the following items:

Board Policy

Personnel

Curriculum & Instruction

Health & Safety

Staff Professional Development

Board Secretary Monthly Certifications

Financials

Facilities

A call of the roll indicated an affirmative vote. All ayes. No nays.

Other Business

Mrs. Halaw discussed the 2020 Census and the need to inform the community regarding their participation in the 2020 Census. She stated that the 2020 Census count will impact our federal funding for the next ten years.

Mrs. Katz stated that the Board should consider applying for the state grants for Sharing and Consolidating Services, and the School District Consolidation Study. She stated that it is a rolling application process that must be completed by June 30, 2020. The Board discussed speaking with the attorney at the February or March meeting regarding the consolidation study application.

Mrs. Halaw thanked Mr. Polo for putting the spread sheet together with cost data for the Fairview Lake trip. Mrs. Halaw feels that covering the cost of the transportation for the trip makes the most sense to her. The board asked for a motion to be added to the February agenda to cover the cost of transportation for the 2020 Fairview Lake trip and to also consider covering the cost of one trip per grade level for the 2020-2021 school year.

Other Public Comments

Kelley Johnson stated that people do not understand the cost of the Fairview Lake Trip. If you had a break down it would be helpful to the community. She asked if there was no longer a Fair Funding Litigation Committee.

April Kirkpatrick stated that an administrator should be in control of the Fairview Lake Fundraising Committee. It is too much fundraising with the other organizations also fundraising. Tips and ideas get lost with new parents running it each year; we need a steady person for the following years.

Adjourn to Executive Session

A motion was made by Mrs. Halaw and seconded by Mrs. Katz to adjourn to executive session at 9:10 p.m. with the approval of the following resolution:

EXECUTIVE SESSION RESOLUTION

WHEREAS, N.J.S.A. 10:4-6, et seq (Open Public Meetings Act) provides that the Board of Education of the Chesterfield School District may exclude the public from that portion of the meeting at which the Board of Education discusses certain matters as set forth in N.J.S.A. 10:4-12; and,

WHEREAS, the following subjects shall be discussed in the session of the Board of Education closed to the public:

Negotiations

RESOLVED, that the aforesaid meeting is closed to the public for the reason set forth above in accordance with the Open Public Meetings Act; and,

BE IT FURTHER RESOLVED that the discussion in executive session will be available for disclosure to the public at such time as it is no longer necessary to maintain the confidential nature of the items discussed.

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

Return to Public Session

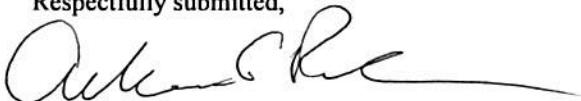
A motion was made by Mrs. Halaw and seconded by Mr. Litt to return to public session at 10:10 p.m.

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

Adjournment

A motion was made to adjourn the meeting by Mrs. Halaw and seconded by Mrs. Katz at 10:11 p.m. All agreed.

Respectfully submitted,



Andrew Polo
Business Administrator/Board Secretary